

Verification

Reporting on Verification Form 742

Child & Adult Nutrition Services – DOE
SY2014-15

Good day,

The following webinar is regarding how to report verification activities for the National School Lunch Program.

Please make sure to have the verification 742 form on hand, to follow along with the slides.

Verification Summary Report

- Verification Collection Report (Form 742)
- Due to CANS by December 15th
- Can be submitted any time after completion of verification
- CANS submits data to USDA by school name

**December
15**



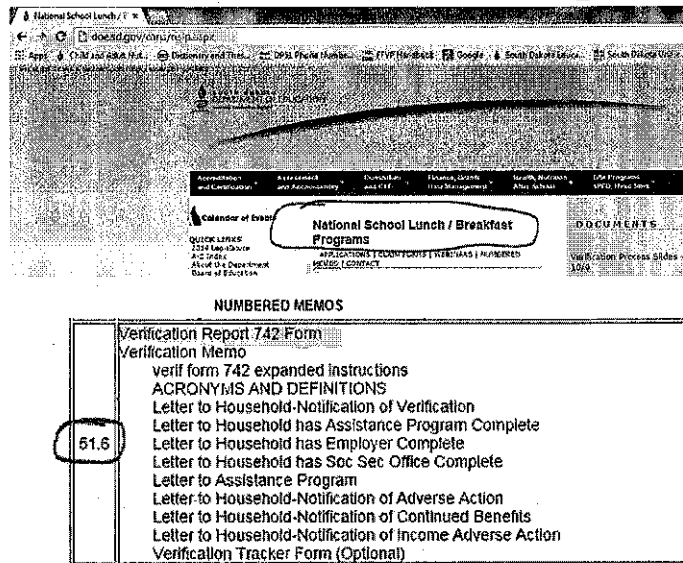
Before we get into the different areas of the form, we will spend a little bit of time discussing the reporting basics, which include due dates, what to report, and what is done with data that is reported.

The reporting form is known as the Verification Collection Report, also known as the 742.

The verification report is due to the CANS office by December 15th. The form can be submitted to the CANS office any time after verification activities are completed. As a reminder, verification activities must be completed by November 15th.

The CANS office compiles the data from the schools and submits the information to the USDA, organized by school name.

Where do I find the report?



To find the report, go to the NSLP-CANS webpage. If not bookmarked, this page can be easily found by doing an internet search for "CANS NSLP".

From the NSLP page, scroll down to the memo section, and search for numbered memo 51.6. The Verification Report 742 Form is the 1st link within memo 51.6, as we have highlighted on the current slide.

Here, we can also see the various prototype letters for verification activities.

Again, we will be going through the verification form, so please make sure to have a copy of the form on hand, so that you are able to follow along.

Verification Summary Report

- Number of Applications
 - Free and Reduced
- Number of Students on Applications
 - Free and Reduced
- Number of applications verified
- Method of Verification used:
 - **Standard**
 - **Alternate 1-*Random***
 - **Alternate 2-*Focused***

Outside of enrollment information, School Food Authorities, or SFAs, will be asked to report:

- The number of students directly certified
- the number of free and reduced price applications
- the number of free and reduced price eligible students found on applications
- The number of applications that were verified
- And, the method of Verification that is used
 - For a quick refresher regarding the verification methods,
 - Standard Method includes verifying 3% of all approved applications, with first preference to select from error prone applications
 - Alternate 1 (Random) includes verifying 3% of all approved applications, with a random selection from all approved applications
 - Alternate 2 (Focused) includes verifying 1% of all approved applications - selected from error prone applications, plus one-half percent of all approved applications that provided a case number on the application
 - As a reminder for Alternate 2, applications that provided a case number may only be subject to verification if a household member does not appear on a direct certification list. Please contact CANS for details.

Verification Summary Report

Results of Verification Process

- Report number of applications verified and number of children on those applications.
- Break down into:
 - categorically eligible free
 - income eligible free
 - eligible reduced-price
- Report as no change, benefits went up, benefits went down, did not respond.

The Verification Summary Report looks intimidating, but take it one section at a time.

With the applications that are verified, you will be asked to break down the information into categorically eligible free, income eligible free, and income eligible reduced.

As a reminder, categorically eligible free simply identifies the applications in which a case number is provided. As discussed in the process PowerPoint, these applications with case numbers are only to be considered if the student featured on the application is NOT found on a direct certification list.

Income eligible free applications identify the households that are eligible for free benefits.

Income eligible reduced price applications identify households that are eligible for reduced price benefits.

The information to report will be the results of the verification activity. For example, how many applications had no change of benefit status, how many instances occurred where benefits were increased and decreased, and how many instances did the participant not respond.

Basic Info & Section 1

Department of Agriculture, Food and Nutrition Service			
School Food Authority (SFA) Verification Collection Report			
State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).			
All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0025. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.			
State Agency Name: South Dakota	SFA ID#:	Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	School Year: From: 2014 To: 2015
SFA Name:	SFA City:	SFA Zip code: <input type="text"/>	

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A: Number of Schools OR Institutions	B: Number of Students		
		1-1: Total schools (Do not include RCCIs):					
		1-2: Total RCCIs (Do not include schools counted in 1-1):					
		1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):					
		1-2b: RCCIs with NO day students:					

DOE Ed Directory -

<http://www.doe.sd.gov/ofm/edudir.aspx>

Now, we will get into looking at the actual form. It is recommended to have the form on hand, or having it available to follow along.

At first glance, the form is a bit intimidating, but please try not to get overwhelmed. We are going to break down each section of the form.

The top of the report features a section where we are filling in basic information about the SFA.

- For State Agency Name, we have already entered 'South Dakota'.
- The SFA ID is the 7-digit number associated with your agency.
- Mark whether your agency is public or nonprofit-private.
- We have already entered the current school year.
- For SFA Name, we will enter our school district or agency name.
- For SFA City, please list the city in which the agency's main office or physical building is located.
- For SFA Zip Code, again, consider the SFA's main office or physical building's location.

For Section 1,

- The 1st question asks for the number of schools in letter A. Please report the number of actual attendance centers.
 - For example, if you are a K-12 school district and have all program participants within a single building, the number of schools or institutions to record in letter A is not necessarily '1'. If the K-12 site includes an elementary and high school, you would

record '2'. If the K-12 site includes an elementary, middle school, and high school, you would record '3'. Please reference the Department of Education Educational Directory. This page will indicate how your SFA reports or considers attendance centers to the Department of Education.

- Report the total number of students that have access to the program in letter B. This should be consistent with your October claim.
- Only RCCIs will fill out the 2nd question. If you are not an RCCI, leave the rest of section 1 blank.
 - For RCCI's, answer 2a if you have day students. Answer 2b if do not have day students.
 - Again, we will record the number of schools in column A, and the number of students that have access to the program in column B.

Section 2 – Only for Provisions 1,2,3, & CEP

Section 2: SFA's with schools operating alternate provisions		A: Number of Schools AND Institutions	B: Number of Students
ONLY SFAs with alternate provisions must report Section 2			
2-1: Operating Provision 2G in a BASE year for NSLP and SBP:			
2-2: Operating Provision 2G in a NON BASE year for NSLP and SBP:			
2-2a: Provision 2/3 students reported as FREE in a NON BASE year:			
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:			
2-3: Operating the Community Eligibility Option:			
2-4: Operating other alternatives for NSLP and SBP:			
2-5: Operating an alternate provision(s) for only SBP or only NSLP:			

- A limited number agencies will complete Section 2

If your SFA does not operate under a special provision, such as Provision 2, Provision 3, or the Community Eligibility Provision (CEP), you can leave this section blank.

For those that do operate one of the previously listed provisions, we will have a few things to fill out.

Question 2-1 is to be answered if you are in a provision 2 or provision 3 base year.

- As we described in section 1, we are to fill in the total number of schools in column A, and the total number of students in column B.
- As a reminder, if you are a K-12 school district and house all program participants within a single building, the number of schools or institutions to record is based on the number of attendance centers reported to the Department of Education. Please reference section 1 for details.
- If you are not in a base year, leave this question blank, and go down to question 2.

Question 2-2, 2-2a, and 2-2b are to be answered by SFAs that are beyond their base year for provision 2 and 3.

- Again, as we described in section 1, we are to fill in the total number of schools in column A, and the total number of students in column B.
- In question 2a, report the number of students that are considered as Free.
- In question 2b, report the number of students that are considered as Reduced.
 - For both 2a and 2b, the SFA will need to apply their claiming percentages to

their total enrollment as of October 31st.

In question 3, only respond if you are operating the Community Eligibility Provision.

As we described in section 1, we are to fill in the total number of attendance centers operating CEP in column A, and the total number of students among the CEP sites in column B.

If you are not operating the Community Eligibility Provision, leave this question blank.

Question 4 is specific to Provision 1 and Universal Free, which is not currently being operated in South Dakota. Please leave this question blank.

Question 5 is specific to schools that are operating a provision option for only SBP or only NSLP, which is not currently being operated by any SFA within the state. Please leave this question blank.

Section 3 – Students Approved Free and Not Subject to Verification

- A notice or listing was received directly from:
 - Dept. of Social Services (SNAP or TANF benefits)
 - Food Distribution Program on Indian Reservations (FDPIR benefits)
 - Certified as eligible for homeless, migrant, runaway, head start

The next section of the Verification Report asks for information regarding Direct Certification.

Directly certified students are those students that are directly identified by a State agency or program coordinator to receive benefits.

- Documentation for students that are homeless, migrant, runaway, and head start must be on file prior to certifying the child's eligibility for free meals.
 - Once documentation is on file, these children are now considered as directly certified, and would report them accordingly.
- Direct Certification supersedes all other forms of eligibility.
- If a household filled out a household application, but appears on a direct certification list provided by CANS, the iMatch system, or an assistance program, the students previously listed on the application are to be considered as directly certified.

Section 3 – Students Approved Free and Not Subject to Verification

- All SFAs must complete this section
- Students approved as directly certified free eligible are not subject to verification
- Check 3-1 if all sites in the SFA were not required to perform direct certification with SNAP
- Report students approved as FREE eligible as of the **last operating day in October**

Section 3		B. Number of FREE Students	
Students approved as FREE eligible NOT subject to verification	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)		
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP). Do not include students certified with SNAP through the letter method.		
	3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		
	3-4: Students certified categorically FREE eligible through SNAP letter method: include students certified for free meals through the family providing a letter from the SNAP agency.		

Now, on to Section 3.

All SFAs must complete this section.

As a reminder, students approved as directly certified FREE eligible are not subject to verification

If all schools within the SFA were not required to perform direct certification with SNAP, check box 3-1, and leave the rest of Section 3 blank.

- This applies only to SFAs that are beyond their Provision 2 or 3 base year.

Report students approved as FREE eligible as of the **last operating day in October**

We will continue with Section 3 in more detail on the next slide.

Section 3

3-2 Direct Certification SNAP

Section 3	Students approved as FREE eligible NOT subject to verification	B. Number of FREE Students
	<p>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)</p>	
	<p>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP). Do not include students certified with SNAP through the letter method.</p>	
	<p>3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</p>	
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

- Count students directly certified SNAP eligible

Now, we will get a little more in depth.

If you are setting a Provision 2 or 3 base year, or do not operate under a special provision, the rest of Section 3 must be completed.

First, we will look at Question 2.

In question 3-2, report the total number of students within the SFA that are directly certified as SNAP eligible.

- Students to be counted would include:
 - Students found on iMATCH listed to be SNAP eligible
 - Students listed on an emailed list from the CANS office listed to have SNAP benefits
 - Direct notification of a students benefits from the SNAP (DSS) office
- As a reminder, do not include students in this count in which a household provided a SNAP letter. This will be specifically reported later.

If a student is directly certified with SNAP as well as with another program (for example, also TANF or eligible homeless), include the student in the SNAP count of 3-2B. This would also include any student in the SFA approved as eligible based on extended certification through an eligible student in the primary household who has been directly certified with SNAP.

Section 3

3-3 Direct Certification – All other programs

		ALL SFAs must report Section 3 or check box 3-1 if applicable	
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	B. Number of FREE Students
Section 3	Students approved as FREE eligible NOT subject to verification	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP); Do <u>not</u> include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs; Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method; Include students certified for free meals through the family providing a letter from the SNAP agency.	

- Count students directly certified through other programs

Next, Question 3.

In question 3-3, report the total number of students within the SFA that are directly certified through other programs.

- This would include TANF, FDPIR, and those with documentation to be eligible for homeless, migrant, runaway, foster, or head start.
- Do not include SNAP students already reported in question 2.

Remember, the SFA must have documentation from a State office, assistance program, or program coordinator that a student is eligible for a program to consider the student as directly certified.

Additionally, appropriate documentation must be on file for homeless, migrant, runaway, and head start students **prior** to providing free meal benefits.

Section 3

3-4 SNAP Letter or Notice from Family

Section 3	Students approved as FREE eligible NOT subject to verification	**ALL SFAs must report Section 3 or check box 3-1 if applicable**	B. Number of FREE Students
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pro-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

- Count students w/ SNAP letter method
- Considered as categorically eligible

Next, Question 4.

In question 4, report the number of students in which a SNAP letter or notification of benefits was provided, in lieu of filling out a household application.

- Include ONLY students certified as categorically free eligible based on a letter submitted by family from the SNAP agency.
- Include students in the SFA that are approved as eligible due to extended categorical eligibility due to an eligible student in the primary household certified as free categorically eligible with the letter method with SNAP. This is rarely used.
- As a reminder, this is no longer considered as a form of direct certification.
- If a household provides a SNAP letter in lieu of filling out an application, the student is to be considered as categorically eligible, and to be considered in the verification pool, until the student is directly certified by documentation provided by a State office, assistance program, or program coordinator.

If a SNAP letter is received, but a household member appears on a direct certification list, consider the students within the household as Directly Certified SNAP eligible, and report as directed in 3-2, and do not report the student in 3-4.

Section 4

Household Application

- SFAs with schools and/or RCCIs collecting household applications must report this section
- Including schools/RCCIs in Provision 2/3 Base Year
- 4-1A: Report number of **applications** approved as Free as of October 1
- 4-1B: Report number of **students as of the last operating day in October** approved as Free based on applications

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		
		A: Number of Applications	B: Number of Students	
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		
		4-2: Approved as FREE eligible: Based on household size and income information		
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information			
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:	

Next, we will take a look at Section 4.

Section 4 deals with Household applications.

- All SFAs with schools and/or RCCIs collecting individual household applications must report this section.
- This includes standard operating schools and schools and/or RCCIs in a Provision 2/3 base year.
- **In 4-1A:** Report the number of **applications** approved categorically free eligible based on documentation submitted on an application on file as of **October 1 in column A of 4-1**. An example of this would be an application with a case number for SNAP, TANF, or FDPIR.
- **In 4-1B:** Report the number of **students as of the last operating day in October** approved categorically free eligible based on documentation submitted on an application. An example of this would be an application with a case number for SNAP, TANF, or FDPIR on an application. Additionally, also include students in the SFA who are eligible due to extended categorical eligibility.

As a reminder, please note that if a household application is submitted, and the student also appears on a direct certification list, the student is considered as directly certified, and the application is disregarded. Please keep the application for recordkeeping purposes, however, consider the student as directly certified. The student would be reported in section 3 – the direct certification section; the household application is no longer to be reported.

For clarification purposes, in question 4-1, only report applications and students which a case-number is provided on the application in lieu of income, and the student(s) on the application are not directly certified (meaning - not on direct certification list, and no other documentation from a State office is on hand).

Section 4 will be continued on the next slide.

Section 4 continued

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		A: Number of Applications	B: Number of Students
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIIR on an application)			
		4-2: Approved as FREE eligible: Based on household size and income information			
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information			
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:		

- 4-2A – Report number of **applications** approved FREE based on income information
- 4-2B – Report number of **students as of the last operating day in October** approved as Free based on income information submitted by the household

To continue with section 4, we will move to question 2.

In question 4-2, for column A, you are to report the number of **applications** approved free eligible based on **income** information submitted by the household on file as of **October 1**.

In question 4-2, for column B, you are to report the number of **students as of the last operating day in October** approved FREE eligible based on income information submitted by the household.

- 4-2 A are the applications on file as of October 1, used to build the verification pool.
- 4-2B are the students eligible for free benefits by income only, at the end of October.

Section 4 will be continued on the following slide.

Section 4 continued

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		
		A. Number of Applications	B. Number of Students	
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPR on an application)		
		4-2: Approved as FREE eligible: Based on household size and income information		
4-3: Approved as REDUCED PRICE eligible: Based on household size and income information				
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:	

- 4-3A – Report the number of **applications** approved as REDUCED PRICE based on income information
- 4-3B – Report number of **students as of the last operating day in October** approved as REDUCED PRICE based on income information submitted by the household

To continue with section 4, we will move to question 3.

For 4-3, column A, report the number of **applications** approved REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1**.

For 4-3, column B, report the number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

We will finish up Section 4 on the next slide.

Section 4 continued

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		
		A. Number of Applications	B. Number of Students	
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		
		4-2: Approved as FREE eligible: Based on household size and income information		
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information			
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:	

- **T-1:** Enter the total number of students reported as FREE eligible. (3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, if applicable)
- **T-2:** Enter the total number of students reported as REDUCED PRICE eligible. (4-3B) + (2-2bB, if applicable)

The final part of section 4 is at the bottom of the section, T-1 and T-2.

- In T-1, enter the total number of students reported as FREE eligible.
 - This is done by adding (3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, if applicable)
- In T-2, enter the total number of students reported as REDUCED PRICE eligible.
 - This is done by adding (4-3B) + (2-2bB, if applicable)

We will look at Section 5 on the next slide.

Section 5 (5-1)

- If sites within the SFA are exempt from verification, check box 5-1 and no further reporting is required.
- Verification activities are NOT required for:
 - SFAs where all children have been certified under direct certification
 - RCCIs that do not have day students
 - Schools participating only in the Special Milk Program;
 - All schools are Provision 2/3 schools in a non-base year;
 - Schools which do not have any free or reduced price eligible students
 - Other FNS determined exemptions on a case-by-case basis.

"ALL SFAs must report Section 5 or check box 5-1 if applicable"

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions).
If 5-1 is checked, no further reporting in Section 5 is required.

If **ALL** schools and/or RCCIs in the SFA are exempt from verification activities, check box **5-1** and no further reporting is required in Section 5. Date and sign the report at the bottom and submit it to Child & Adult Nutrition Services.

Verification activities are NOT required for:

- schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children;
- RCCIs that do not have day students;
- schools electing the Community Eligibility Provision;
- schools participating only in the Special Milk Program;
- Provision 2/3 schools that are in a non-base year;
- Schools which do not have any free or reduced price eligible students;
- Other FNS determined exemptions on a case-by-case basis.

Section 5 will continue in the coming slides.

Section 5 (5-2, 5-3)

- 5-2 – Was verification performed and completed?
- 5-3 – What type of verification process was used?

5-2: Was verification performed and completed?

- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

In 5-2: Indicate whether verification was performed and completed by the deadline of November 15. Contact Child & Adult Nutrition Services if verification was not performed or completed before the deadline, and report the remainder of Section 5 as applicable.

In 5-3: Check the method type of verification process used.

- As a reminder, if the non-response rate from the previous program year's verification was 20% or greater, the Standard method of verification must be used.

Section 5 will continue on the next slide.

Section 5 (5-4, 5-5, 5-6, 5-7)

- 5-4 – Total ERROR PRONE applications?
- 5-5 – Number of applications selected for verification sample?
- 5-6 – Check box if direct certification was not conducted @ SFA
- 5-7 – Report number of applications and students confirmed through direct verification. Skip 5-7 if 5-6 was checked.

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.	5-4: Total ERROR PRONE applications: <i>Report all applications as of October 1st considered error prone</i>		5-5: Number of applications selected for verification sample:	
ALL SFAs must report 5-7 or check box 5-6 if applicable 5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.			A: Number of Applications	B: Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th		5-7: Confirmed through direct verification:		

If Standard Verification (number 1) or Alternate two (number 3) is checked in 5-3, report the number of error prone applications in 5-4. If Alternate one (number 2) is checked in 5-3, enter 'N/A' in 5-4.

If you are to answer 5-4: Report the number of error-prone applications approved as of October 1.

- As a reminder, error prone applications have a monthly income within \$100 of an eligibility lane change, or annual income within \$1,200 of an eligibility lane change from the income eligibility guidelines.

For 5-5: Enter the total number of applications initially selected for verification, in accordance with the verification method indicated in 5-3.

- Do not report applications that were verified for cause in this question.

For 5-6: Check the box if direct verification was **not** conducted in the SFA.

- Direct verification is using records from public agencies to verify income and/or program participation. If direct verification is not used, check 5-6, and skip 5-8.

Only answer 5-7 if direct verification was used to complete verification activities.

- **For 5-7A:** Report the number of **applications** that are **confirmed** through direct verification.
- **For 5-7B:** Report the number of **students** that are **confirmed** through direct verification.

Section 5 will continue on the next slide.

Section 5 (5-8) - Results

- For each original benefit type (A, B, C) report the number of applications and students as of November 15th for each Result Category (1, 2, 3, 4)
- Do NOT include students and applications already reported in 5-7A or 5-7B

5-8: Results of Verification by Original Benefit Type											
For each original benefit type (A, B, & C), report the number of applications and students as of November 15 th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.											
A. FREE-Categorically Eligible Certified as FREE based on SNAP/TPP/FDPR documentation (e.g. case number) on application				B. FREE-Income Certified as FREE based on income/household size application				C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application			
Result Category	A. Applications	A. Students		Result Category	B. Applications	B. Students		Result Category	C. Applications	C. Students	
1. Responded, NO CHANGE:				1. Responded, NO CHANGE:				1. Responded, NO CHANGE:			
2. Responded, Changed to REDUCED PRICE:				2. Responded, Changed to REDUCED PRICE:				2. Responded, Changed to FREE:			
3. Responded, Changed to PAID:				3. Responded, Changed to PAID:				3. Responded, Changed to PAID:			
4. NOT Responded, Changed to PAID:				4. NOT Responded, Changed to PAID:				4. NOT Responded, Changed to PAID:			
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):											
Report the number of applications as of November 15 th verified for cause in addition to the verification requirement.											

In 5-8, we will report the Results of Verification by Original Benefit Type

Report applications and students verified in the appropriate category.

- If Direct verification was used, do not report the direct verification results in 5-8.

First, there are three sub-sections

Section A: FREE-Categorically Eligible (these are applications originally approved free with a case number and were not directly certified),

Section B: FREE-Income (these are applications originally approved free based on income and household size), and

C. REDUCED PRICE-Income (applications originally approved as reduced-price based on income and household size).

Based on how an application was originally approved will determine which sub-section results will be reported in.

- For example, if an application selected for verification was originally approved for reduced-price eligibility, the results of this application will be reported in sub-section C – Reduced Price Income.
 - The final results of verification will determine which result category the application and students from the application are reported in.

Additionally, report the results of verification for cause by original benefit type in the appropriate category in 5-8.

- We will discuss this more later.

To be continued on the next slide.

Section 5 continued

5-8: Results of Verification by Original Benefit Type								
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 6-7B.								
A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (a.g. case number) on application</i>			B. FREE-Income <i>Certified as FREE based on income/household size application</i>			C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i>		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):								
Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.								

As a reminder, you are to report applications based on their original eligibility determination.

First, observe the **original** eligibility determination prior to verification activities for the verified application.

Next, within section 5-8, locate the sub-set with the corresponding original eligibility determination of the application. The sub-sets are highlighted on the current slide for convenience purposes.

In order to determine which result category to report the application in, consider the ending result of verification activities for the application.

- If the household responded, and verification activities resulted in no change of benefits, choose number 1 of the original eligibility subset for reporting the application. For training purposes, the no change of benefits sections have been identified with a green border on the current slide.
- If the household responded, and verification activities resulted in an increase of benefits, choose number 2 of the original eligibility subset for reporting the application. For training purposes, the increase of benefits sections have been identified with a gold border on the current slide.
- If the household responded, and verification activities resulted in the identification of paid status, choose number 3 of the original eligibility subset for reporting the application. For

training purposes, the increase of benefits sections have been identified with a blue border on the current slide.

- If the household did NOT respond, status is to be changed to paid, choose number 4 of the original eligibility subset for reporting the application. For training purposes, the increase of benefits sections have been identified with a blue border on the current slide.

Include results from verification for cause in Section 5-8.

When applying adverse action, such as decreasing benefits, you must provide 10 days of continued benefits at the higher benefit status. When increasing benefits, increase benefits immediately.

Verification for Cause will be further discussed on the following slide.

Section 5 continued

5-8: Results of Verification by Original Benefit Type								
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):								
Report the number of applications as of November 15th verified for cause in addition to the verification requirement.								

For Verification for Cause,

Report the number of applications as of November 15th that were verified for cause in addition to the verification requirement. VC-1 has been identified in purple on the training slide.

Additionally, report the results of verification for cause by original benefit type in the appropriate category in 5-8.

- Follow the same procedures as previously discussed with applications selected for the verification process.
- Report the results, including both applications and students, from applications verified for cause in the 5-8 section, and additionally include the number of applications verified for cause in VC-1.
 - For example, if the SFA selected 1 application with 2 students to verify for cause, you would report the 1 application and the 2 students in the appropriate category in 5-8, along with the rest of verification activities from other verified applications. Additionally, you would indicate 1 application was verified for cause in VC-1 by entering the number '1'.

Verification Report Questions & Answers

- Each Verification Summary Report must be edit checked by CANS personnel
- Work together until all edit checks are completed satisfactorily
- The SFA must complete verification, complete the established required sample pool, and submit report to CANS



Upon receiving the verification report, a CANS program specialist will edit check the report, and contact the verifying official, if needed.

Remember to...

- Report directly certified students in 3-2 or 3-3
- Report categorically eligible students in 4-1
- Report foster students in 3-3
- Indicate which verification method was used.

Here we have listed a couple common issues with filling out the verification report.

Please remember that students that are directly certified are to be reported in 3-2 or 3-3. Section 4-1 is only for students that are categorically eligible – this means that a household application was provided with a case number, and the student on the application does not appear on a direct certification list.

Foster students, upon receiving proper documentation to indicate foster eligibility, are to be reported in 3-3

Quick Edit Check

- Number of applications reported should never be greater than number of students reported
- **T-1** should add up to the total of:
 - $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB)$, if applicable
- **T-2** should add up to the total of:
 - $(4-3B) + (2-2bB)$, if applicable

For a couple quick edit checks,

- The Number of applications reported should never be greater than number of students reported

T-1 and T-2, found on the bottom of the first page, just below section 4, should add up accordingly.

- **T-1** should add up to the total of:
 - $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB)$, if applicable
- **T-2** should add up to the total of:
 - $(4-3B) + (2-2bB)$, if applicable

Verification Example

- **SFA validates 4 Case Numbers**
 - **3 are confirmed by CANS/DSS, 1 is unable to be confirmed**
 - **Confirmed case numbers = directly certified**
 - **Do not verify**
 - **Unconfirmed case numbers = verify for cause**
 - **Send letters for verification**

Let's do a quick real-life example of validating case numbers, and verifying applications.

Let's say that an SFA has 4 case numbers that they are going to validate. This would be done prior to verification activities. Although validating case numbers is not required, the SFA can validate the case numbers to potentially reduce the verification pool. Once these case numbers are confirmed, the students associated with the case number are directly certified and exempt from verification activities. Also, if something is a bit strange about the case number, the school should validate the case number and students.

These 4 case numbers appeared on household applications, however, the numbers and students were not found on the iMATCH system or the CANS direct certification emailed list.

Of the 4 case numbers, 3 were confirmed by either the CANS office, or DSS office to be appropriate and legitimate numbers for the students in question.

- The 3 confirmed numbers, and students associated with the numbers, are exempt from verification activities, and are not to be included in the pool. Think of it as the SFA helped out the household and did some legwork to avoid keeping them in the verification pool.
- The 1 unconfirmed number is now to be verified for cause. The school must send the household the required verification letters.

Verification Example

- Report results in 5-8, Section A
- Identify total number of applications verified for cause in VC-1

5-8: Results of Verification by Original Benefit Type								
For each original benefit type (A, B, & C), report the number of applications and students as of November 16th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):								
Report the number of applications as of November 16th verified for cause in addition to the verification requirement.								

- The results of the verification activity for this 1 verified for cause application will be reported in section A of 5-8, since the application was originally considered as Categorically Eligible Free. All verification results will be recorded in the 5-8 section.
- You will identify the total number of applications that were verified for cause in VC-1. For our example, if there were no other applications that were verified for cause, you would report 1 in VC-1.
- We will talk a little more about this particular example on the next slide.

Verification Example

- Report results in 5-8, Section A
- Identify total number of applications verified for cause in VC-1

5-8: Results of Verification by Original Benefit Type					
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.					
A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
Result Category	Applications	Students	Result Category	Applications	Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):

Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

- For our example, let's say the one verified for cause application is unable to provide documentation of benefits from an assistance program, but provides income documentation instead. You would still report the information accordingly, in section A, as the application was originally considered as Free-Categorically Eligible.
 - If the household cannot provide documentation from an assistance program, but instead provides an appropriate pay stub that qualifies the household as free based off of income, report the verification results in number 1 of Section A in 5-8. Results are organized based on the original determination of the application. The household's free eligibility did not change, however, the way the household is receiving benefits is now considered s Free-based on an income application, rather than the original determination of Free-based on categorically eligible. You would update records accordingly.
 - Additionally, if the household provided income information, such as an appropriate pay stub that qualified the household for reduced price benefits, you would report the verification results in number 2 of letter A. Results are organized based on the original determination of the application.

Questions?

- **Do I do one?**

Yes! Everyone submits a Verification report. The information you report varies depending upon your agency and applications.



- **Other questions?**

***This completes Verification
reporting for most schools***

This completes the verification reporting requirement for most schools.

For some schools, there is an additional requirement.

We will discuss more on the coming slides.

Second Review of Applications

- Beginning SY14-15, SFAs that demonstrate high levels of, or a high risk for administrative error associated with certification and benefit issuance are required to conduct a second review of applications.
- All LEAs that are required to conduct the second review of applications have been notified

Beginning SY14-15, SFAs that demonstrate high levels of, or a high risk for, administrative error associated with certification and benefit issuance are required to conduct a second review of applications.

- Administrative error associated with certification and benefit issuance refers to determination of eligibility error.

All SFAs that are required to conduct the second review of applications have previously been notified by the CANS.

Applications in which a student from an application has appeared on a direct certification list are excluded from the second review of applications.

More will be discussed on the coming slides regarding the criteria, and how to complete the second review of applications.

Second Review of Applications - Criteria

•How are SFAs selected?

- 10 percent or more of certification/benefit issuances in error
- SFAs that the State agency considers at risk for certification error, but not identified under the previous criterion

How are LEAs selected for this additional requirement?

- All LEAs with 10 percent or more of certification/benefit issuances in error, as determined by CANS during an administrative review
- Additionally, SFAs that the State agency considers at risk for certification error, but not reach a 10% certification/benefit issuance error.

The next slide will discuss the requirements of the second review of applications.

Second Review of Applications

- Requires that ALL applications be reviewed, including applications that were initially determined to be ineligible for free and reduced price benefits (i.e. denied by the initial reviewer).
- Must take place after the original determination of the application, prior to benefits being issued to the family.
- Review must be completed in a timely manner, as to not delay the household in receiving benefits.

- The second review of applications requires that ALL applications be reviewed, including applications that were initially determined to be ineligible for free and reduced price benefits (i.e. denied by the initial reviewer).
- Must take place after the original determination of the application, prior to benefits being issued to the family.
- Review must be completed in a timely manner, as to not delay the household in receiving benefits.
- Next, we will discuss who can complete the second review of applications.

Second Review of Applications

- Second review must be conducted by an individual or entity who did not make the original determination.
- This individual or entity is not required to be an employee of the SFA, but must be trained on how to make application determinations.
- Reminder: Applications in which a student from the application has appeared on a direct certification list are not to be part of the second review of applications.

- The Second review must be conducted by an individual or entity who did not make the original determination.
- This individual or entity is not required to be an employee of the SFA, but must be trained on how to make application determinations.
- As a reminder, Applications in which a student from an application has appeared on a direct certification list are not to be part of the second review of applications.

Next, we will get into the 742-a, the form used for recording the second review of applications.

742-A

General Information

Department of Agriculture, Food and Nutrition Service			
Local Educational Agency Second Review of Applications Report			
State agencies must report the information on this form ANNUALLY (By March 15th) for all local educational agencies (LEA) selected to conduct a second review of Applications required under 7 CFR 245.11(b)(1)(i-v).			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0594-0026. The time required to complete this information collection is 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.			
State Agency:	SFA/LEA ID:	SFA/LEA NAME:	School Year: From: 20 To: 20

The top of the 742-A features a general information section. Include the same information as recorded in the general information section of the original 742 form. For more information, please review slide 5.

We will touch on the other aspects of the form on the coming slides.

742-A

Enrollment and Applications

•General Information

1-1: Total number of schools in LEA:		1-2: Total number of enrolled students in LEAs:	
1-3: Total number of applications: <i>Report all applications subject to second review</i>		1-4: Total number of applications with changed eligibility determinations: <i>Report all applications resulting in a changed determination due to the second review process</i>	

- In 1-1, report the number of actual attendance centers.
 - For example, if you are a K-12 school district and house all program participants within a single building, the number of schools or institutions to record in letter A is based on the number of attendance centers reported to department of education. Please reference section 1 of this presentation for details.
 - This would have been previously filled out in 1-1A from the original form. Please fill in your answer again on the 742-A form.
- In 1-2, report the total number of enrolled students in the SFA or local education agency.
 - This would have been previously filled out in 1-1B from the original form. Please fill in your answer again on the 742-A form.
- In 1-3, report the total number of applications. All applications are subject to the second review.
 - This would be the total of 4-1, 4-2, and 4-3 from the original form.
 - Applications in which a student from an application has appeared on a direct certification list are not to be part of the second review of applications.
- In 1-4, report the total number of applications with changed eligibility determinations due to the second review of applications.
 - For a quick edit check, this value should be the sum of Column A 2&3, Column B 2&3, & Column C 2&3 from the below table.

We will explain the below table in the coming slides.

742-A

Results Table – Original Benefit Type

A. FREE-Categorically Eligible <i>Certified as FREE based on documentation (e.g. SNAP/TANF/FDPIR case number) on application</i>		B. FREE-Income <i>Certified as FREE based on income/household size application</i>		C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i>	
1. NO CHANGE:		1. NO CHANGE:		1. NO CHANGE:	
2. Changed to REDUCED PRICE:		2. Changed to REDUCED PRICE:		2. Changed to FREE:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	
3. Changed to PAID:		3. Changed to PAID:		3. Changed to PAID:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	

At first glance, this results table can look a bit overwhelming. Let's take a look into the table step-by-step.

- The instructions at the top of the table first reference the original benefit type.
 - All applications used to determine eligibility will be recorded in this table.
- Much like the results table in 5-8 of the original form, our results will be organized based on the original benefit determination of the application.
 - For example, all applications that were originally determined as free-eligible due to income will be recorded in the middle column, column B.
 - For training purposes, the original benefit type column headers have been outlined in green.

Next, we will look at reporting of the number of applications, for each result category.

742-A

Results Table – Result Categories

1-3: Results of Second Review by Original Benefit Type					
For each original benefit type (A, B, & C), report the number of applications for each result category (1, 2, & 3) and sub-categories (a, b, & c).					
A. FREE-Categorically Eligible Certified as FREE based on documentation (e.g. SNAP/TAN/FDPIR case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
1. NO CHANGE:		1. NO CHANGE:		1. NO CHANGE:	
2. Changed to REDUCED PRICE:		2. Changed to REDUCED PRICE:		2. Changed to FREE:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	
3. Changed to PAID:		3. Changed to PAID:		3. Changed to PAID:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	

Now, we are looking at how to report the results for each application, from the second review.

- Again, we will report the application results based on the original determination made.
 - For example, if an application was originally determined as free-eligible based on income, but the second review of applications resulted in the eligibility being changed to 'reduced price', we would identify the application in number 2 of the middle column.
 - The middle column identifies that the application in our example was originally determined as Free-based on income, and number 2 indicates a change to reduced price in the corresponding column.
 - For training purposes, the results categories have been outlined in red.
 - Number 1 indicates No change
 - Number 2 indicates a change to free eligibility or reduced price eligibility, depending on the original status
 - Number 3 indicates a change to paid status

Next, we will take a look at the sub-categories identified on the results table.

742-A

Results Table – Sub-Categories

1-3: Results of Second Review by Original Benefit Type					
For each original benefit type (A, B, & C), report the number of applications for each result category (1, 2, & 3) and sub-categories (a, b, & c).					
A. FREE-Categorically Eligible Certified as FREE based on documentation (e.g. SNAP/TANF/FDPIR case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
1. NO CHANGE:		1. NO CHANGE:		1. NO CHANGE:	
2. Changed to REDUCED PRICE:		2. Changed to REDUCED PRICE:		2. Changed to FREE:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	
3. Changed to PAID:		3. Changed to PAID:		3. Changed to PAID:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Gross income calculation error:		b. Gross income calculation error:	
c. Other error:		c. Other error:		c. Other error:	

Here, we are looking at how to report the sub-categories based on a change to the eligibility of an application by the 2nd review.

There are 3 different sub-categories identified in the results table.

- Incomplete application error – which means that the 2nd review of the application observed an incomplete application error, which resulted in a change to benefit type. An example of an incomplete application would be missing income information or a missing signature.
 - This is identified on the training slide by the blue outline. – and lowercase a.
- Gross Income error, or categorical eligibility error – which means that the 2nd review of the application observed a gross income calculation error for an income-based application, or a categorical eligibility error for an application with a case number. An example of a gross income error would be making a mathematical error when calculating income.
 - This is identified on the training slide by the gold outline. – and lowercase b.
- Other error – which means that the 2nd review of the application observed an other error with an application that was not related to an incomplete application, gross income error, or categorical eligibility error, which resulted in change of benefit status.
 - This is identified on the training slide by the purple outline. – and lowercase c.
- Again, we will report the application results based on the original determination made.
 - For example, if an application was originally determined as free-eligible based on

income, but the second review of applications resulted in the eligibility being changed to 'reduced price' due to an income error, we would identify the application in number 2 AND lowercase letter b of the middle column.

- The middle column identifies that the application in our example was originally determined as Free-based on income, and number 2 indicates a change to reduced price in the corresponding column. Further, we also identify what resulted in the change to the application. This is done by identifying the application in lowercase letter b – to indicate that an income calculator error was originally made.
- Please note that the sub-categories (identified by lowercase letters) are featured under number 2, the Reduced-Price result category **AND** number 3, the Paid result category.
 - Only identify the application in the proper sub-category which corresponds with the proper change of the result category.
 - Applications with no change would have no sub-categories to identify.

Questions?

- Only a limited number of SFAs are required to complete the second review of applications.
- SFAs have been notified



Send CANS the Report!

- DOE.SchoolLunch@state.sd.us
- Fax: 605-773-6846

- Questions later? Contact us!
- Phone: 605-773-3413

If you are required to complete the second review of applications, submit the additional form along with the original verification form to the CANS office.

We can be reached by email at DOE.SchoolLunch@state.sd.us or by phone at 605-77-3413.

Thank you.